

OVERVIEW & INSTRUCTIONS
COMMUNITY AND SENIOR CENTER AUTOMATION PROJECT
ESTIMATE BASED ON STATEMENT OF WORK
May 2011

The County of Los Angeles (County), Department of Community and Senior Services (CSS) desires to automate our Community and Senior Centers using off-the-shelf software and name brand personal computers and other related equipment, with the objective of maximizing revenue streams and enhancing reporting capabilities so that management, staff and volunteers can transfer time spent on tracking and reporting to other areas. The selected vendor is to supply: equipment, software / application, configuration, installation, training, maintenance and hosting of the software/application.

Like many other government jurisdictions, lean resources are the rule and the County is examining all avenues to increase efficiency. We have funding that is available within this County fiscal year ending June 30, 2011 that will not be available in the next fiscal year, for a Community and Senior Center automation project. The County under a specific set exclusions, restrictions, and mandatory requirements is permitted to purchase limited services when they are bundled with commodities as the primary purchase order, without going through a lengthy technology RFP process.

The County is a large enterprise organization with over 100,000 employees, covering 88 cities, and 4,000 square miles, with between 100 and 200 languages spoken. This makes Los Angeles County the largest county in the country, so sizing capabilities of any software / application is an issue. Internet security and our gateway are handled locally and port control is one way out under County jurisdiction.

In general, the County favors WEB based, mature software that is open in design, and that is highly configurable via tables by local County technical staff. Reporting and data extraction to our data warehouse are always major considerations. The County favors name brand standard PC's that are easily and locally maintainable, imaged and / or replaced if required. Proprietary hardware is not used in automation projects unless there are no alternatives, which does not apply in this situation.

Potential vendors must complete each requested item on Attachment C (Word 97-2007) Requirements Matrix, Attachment D (Excel 97-2007) Price Schedule spreadsheet and Attachment E (Word 97-2007) Narrative Response. Failure to complete an item could result in elimination without further notice. CSS has an extremely limited window of time and strict set of rules and pricing guidelines. Although the pricing schedule document indicates a projected number of PC's, the County reserves the right to modify that number to assist in fitting within cost constraints. The software licensing and maintenance will be for three (3) years, priced per year, with up to two (2) additional option years at the sole discretion of the County.

All submitting vendors will be evaluated against their ability to complete the tasks in the Statement of Work (SOW) and the pricing breakout. The execution of the purchase order is at the sole discretion of the County and if executed, will be based on the vendor submitted information using the attached formatted documents.

Price Schedule Instructions

The following instructions are to be used in conjunction with the Pricing Schedule Excel spreadsheet. The spreadsheet is the tool that will be used by interested vendors to provide Community and Senior Services costs for the Community and Senior Center Automation Project. The costs will be associated on a per Personal Computer (PC) basis. We estimate a total of fourteen (14) sites, with between two or three computers in each and three (3) more for our administrative building. This will bring the estimated total to forty-five (45) PCs, although the final count may be different. The following instructions apply to the worksheet:

1. The costs must be submitted on the worksheet, no other tool will be accepted for the pricing schedule.
2. The software licensing will be for three (3) years priced on the spreadsheet per year, up to two (2) additional option years at the sole discretion of the County.
3. Although we understand that most vendors roll up the hosting costs into the license, vendors **must** break out costs between hosting and licensing.
4. If there are questions regarding the pricing schedule spreadsheet or clarification is needed please do so ASAP. Questions are accepted in writing, from the appropriate vendor staff, who must identify themselves within the email, by name, title, company name and address, phone and email. Questions not covered by #1, #2 and #3 above are to be directed to the County Project Manager, Jorge Merchan at jmerchan@css.lacounty.gov. Use the following as the subject, **URGENT – CSC Automation Project Cost Question**.

NOTE: All costs are fixed and must include all taxes, shipping and any other fees and/or expenses, unless otherwise specifically requested on a line item by the County

There are six (6) documents associated with this request for a price:

1. A cover letter from the County project contact, all communications and the submission shall be exclusively made with that individual.
2. Attachment A, this Overview and Instruction document.
3. Attachment B, Statement of Work (SOW) from the County.
4. Attachment C, Requirements Matrix, a mandatory vendor response document (Microsoft Word 97 -2007).
5. Attachment D, Pricing Schedule, a vendor response document which is the mandatory Excel spreadsheet (Microsoft 97 – 2007) for submitting pricing.
6. Attachment E, Narrative Response document which is the mandatory Word (Microsoft 97 – 2007) response document for submitting company experience, maintenance, and support information.

Vendor Response Checklist

- 1. Review County provided documents and compare to your existing and in production Community and Senior Center application / solution to see if it is a viable product for this project.
- 2. Submit via email jmerchan@css.lacounty.gov any needed cost clarifications using the subject: **URGENT – CSC Automation Project Cost Question.**
- 3. Completed Attachment C Requirements Matrix response document (Word 97-2007)
- 4. Completed Attachment D Pricing Schedule response document (Excel 97-2007)
- 5. Completed Attachment E Narrative Response document (Word 97-2007)
- 6. Scan a copy of your company cover letter with appropriate level signature.
- 7. E-mail the above four documents to: jmerchan@css.lacounty.gov Thursday May 26, 2011, 5:00pm Pacific Standard Time. Include Company Name, Contact, Phone #'s, email address in body of email.
- 8. Mail a printed copy of the above documents under a company logo cover letter to the address on the County cover letter Attn: Jorge Merchan.
- 9. **If you are one of the top vendors for consideration.** You will be contacted over the Memorial Day weekend with the exact time for you to **provide a not to exceed 1.5 hour WebEx demo of your solution on May 31st** between 9:00 AM and 5:00 PM Pacific Standard Time.